

Appendix 2

Trail Evaluation or Assessment Forms

NORTH COUNTRY NATIONAL SCENIC TRAIL CONDITION ASSESSMENT

State: _____ Inspected by: _____ Date: _____
 Managing Authority: _____ Adopter(s): _____ Time Spent: _____ (hrs.)
 Segment Termini: _____ Length: _____

Use this form to evaluate trail conditions. This will enable NPS and NCTA managers to provide more accurate information to the public and to prioritize needs along the trail. It should be completed at least annually and returned to NPS (address below). NPS will provide copy to NCTA.

Help for evaluating and describing the general condition of each kind of trail maintenance can be obtained from trail maintenance manuals such as the NPS Trails Management Handbook, USFS Trail Manual, AT Fieldbook and the NPS Signing Guides for the North Country NST.

Under Condition Summary (Cond Summ) column (far right): WN = Work Needed, WD = Work Done. Mark "X" in appropriate box or " / " for partially done.

C
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N
W
D

MAPS: North Country NST identified by name on park/forest map? _____ Map adequate? _____
 Comments: _____

TRAILHEADS: Well marked on approach road? Consider the attractiveness of bulletin boards, interpretive signs explaining the North Country NST nationally and locally, parking, toilet and water facilities, useful information to hiker, etc.
 General Condition: _____

Work Needed: _____

Est. Person Hours: _____

TRAIL SIGNING: Nine inch emblems should be in place at trailheads and at major road crossings. 3½ inch emblems should be at all road crossings and trail junctions, or no greater than 1/2 to 1 mile apart otherwise. Also evaluate condition of any directional or mileage signs.

North Country NST Emblems in place? (Y or N) 9" _____ 3½" _____

General Condition: _____

Work Needed: _____

Est. Person Hours: _____

REASSURANCE BLAZES/MARKERS: Reassurance markers should generally be intervisible (spaced so one can easily follow the trail) without being so plentiful as to cause sign pollution.

Interval OK? _____ Color: _____ Type: _____ (plastic or paint)

General Condition: _____

Work Needed: _____

Est. Person Hours: _____

TRAIL CLEARING: Width (Std=4'): _____ Height (Std=8'): _____

General Condition: _____

Work Needed: _____

Est. Person Hours: _____

TREADWAY STABILITY (Erosion): Includes waterbars, dips, etc.

Surface Material: (N=Native, G=Granular, P=Paved): _____ Width: _____

General Condition: _____

Work Needed: _____

Est. Person Hours: _____

(OVER)

TREADWAY DRYNESS (Drainage): Is water running in trail? _____
Is erosion occurring? _____ If so, to what degree? _____
General Condition: _____

Work Needed: _____

Est. Person Hours: _____

BOARDWALK, PUNCHEON, BRIDGES, STILES, GATES: *There should be some provision for crossing seeps, wet areas, and streams without wading in mud, getting wet feet, or damaging fragile wetlands. Consider high water levels.*

Est. no. of boardwalk/puncheon sites or length in feet: _____ No. of bridges: _____

No. of stiles: _____ No. of gates: _____

General Condition: _____

Work Needed: _____

Est. Person Hours: _____

SHELTERS AND CAMPSITES: No. of shelters: _____ No. of designated campsites: _____

Is dispersed camping allowed? _____

General Condition: _____

Work Needed: _____

Est. Person Hours: _____

WATER SOURCE: Adequate Frequency? _____

Type/general condition: _____

Work Needed: _____

Est. Person Hours: _____

MOUNTAIN BIKE AND HORSE USE: Bikes permitted? _____ Is evidence of use present? _____

Horses permitted? _____ Is evidence of use present? _____

Damage Occurring? If so, describe: _____

Work Needed: _____

Est. Person Hours: _____

ILLEGAL ORV USE:

Evidence of use present? _____ Describe degree of damage: _____

Work needed to stop: _____

Est. Person Hours: _____

GENERAL IMPRESSION OF SEGMENT: *Rate good, fair, poor or do narrative.*

Litter/clean up needs: _____

WORK COMPLETED: Date: _____ Person hours expended: _____

Describe work done: _____

Trail Inventory and Assessment Process

This process was adopted, in concept, by the Ice Age Park and Trail Foundation in 1994, and is based on the ATC Trail Assessment Handbook revised in January 1994. The purpose is to provide the Trail-maintaining Chapters, their agency partners, and the IAP&TF, with a way to analyze trail building, maintenance, and land-management needs and to assess priorities and problems.

1.0 During the feature inventory phase, the Trail-maintaining Chapter will summarize all known permanent Trail "features" in tabular form by mileage from a starting location, in an East to West direction. This information captured on the inventory form can be entered into a computerized database such that it can be sorted in various ways to easily group particular features (type - see Key-Words)), such as signs, bridges, water sources or parking areas, or to list features by mileage or category or in some combination. Inventory Worksheets were designed to simplify field gathering of this data for each of the categories listed below:

| | |
|--------------------------------|-------|
| Trail Management Items | (T) |
| Natural and Cultural Resources | (R) |
| Public Use / Incompatible Use | (U) |

A forth category - Property Management (M) - is available, but a special worksheet was not considered necessary. Such data, if any, can be noted and later added directly to the Trail Inventory/Assessment Form.

The information gathered in the field and recorded on the various worksheets should be transferred to the Trail Inventory and Assessment Form for use in building the data base.

2.0 The Land Ownership Worksheet was designed to simplify field recording of the mileage of Trail on public vs. private lands, and, if on private lands, by type of agreement in effect with the landowner. This data should be gathered for each trail segment and used to complete the Ice Age Trail Data Sheet. This data sheet will delineate how much of the Trail is on public and private lands, permitted use of the Trail and (optionally) provide names of political bodies influencing land use and other supportive area people. The importance of having this data will become more significant to trail partners as the difficult process of protecting trail corridor through private lands is implemented. Much of this data can be gathered at the same time the feature inventory is being conducted. With limited funding for land protection, such data is needed to prioritize land protection decisions. An opportunity to purchase land within an existing segment of the Trail, which passes through highly scenic private lands and already has partial protection, might be given higher priority than a segment not yet established.

3.0 The Trail Assessment is a project planning tool. The information recorded on the Trail Inventory & Assessment Form, following the units column, reflects current projects and needs requiring some action by the trail maintenance crews. The actions might have been noted during the inventory phase, or while on a walk through, such as sign repair or replacement, treadway repair, or other management concerns. This form is more commonly used when planning for a new section of trail or for a major relocation. This form has been designed to accommodate both inventory items " Features " that require no action, but should be identified, and " Projects " that require action, such as installing a sign or repairing a section of trail. If an " F " is entered in column 1 of this form, the computer database will know that the information found in the next ten columns (through "Units") is inventory data requiring no action. If the letter " P " is entered, the entire row is required, as this is

a project requiring some action. The sum of all the defined actions represents the Assessment, or plan, which delineates the estimated total cost and hours. This information is usually required when requesting project funding from an agency, other than the local Chapter which performed the Assessment. The priority may become an issue if funding is limited and several project plans require the available funds. Each plan should fully consider the Trail Standards appropriate to the Trail, as represented by this document. This may mean obtaining approval and assistance from the appropriate agency when, in example, crossing a wet land, or designing and building a bridge. The plan may also have to be approved by the landowner, especially if the trail will be constructed on private lands, even if an easement was provided by the landowner. When conducting an assessment for new trail, or a major relocation, mileage data is not initially known. It is recommended that you use the (#, number) column to identify each "feature" or "action". Once identified, these numbers should be placed on an enlarged section of a contour map (8.5 by 11 inches) at the location of the item being defined. The numbers are unique to each Assessment, and simply show the geographical location. Once the trail has been constructed, the mileage data should be added and the features (F) added to the data base.

4.0 The Annual Status Report is used by the IAP&TF to evaluate the overall condition of the Trail. Ideally, each Chapter has designated segment leaders who are responsible for monitoring the condition of their segment of Trail. The segment leaders should be able to complete this form based on their knowledge of maintenance performed during the past year. The report is completed once per year.

Trail Inventory & Assessment Form

Trail Inventory & Assessment
F/F/A | Mile | Reg | City | Seg | Location •Form
|c|type

| | |
|----------|--|
| Date | |
| Comments | |

| Date | Comments |
|------|----------|
| | |

Prepared by:

by:

| Action |
|--------|
|--------|

Pr Hours

| Cost, \$ |
|----------|
|----------|

| SN | Status |
|-----|--------|
| 1 | 1 |
| 2 | 1 |
| 3 | 1 |
| 4 | 1 |
| 5 | 1 |
| 6 | 1 |
| 7 | 1 |
| 8 | 1 |
| 9 | 1 |
| 10 | 1 |
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| 93 | 1 |
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| 96 | 1 |
| 97 | 1 |
| 98 | 1 |
| 99 | 1 |
| 100 | 1 |

| segment | date |
|---------|------|
|---------|------|

| Leader | Source |
|------------------------------|--------|
| 1. John F. Kennedy | 1960 |
| 2. Lyndon B. Johnson | 1964 |
| 3. Hubert H. Humphrey | 1968 |
| 4. Richard M. Nixon | 1972 |
| 5. Gerald R. Ford | 1976 |
| 6. Jimmy Carter | 1980 |
| 7. Ronald Reagan | 1984 |
| 8. Mikhail Gorbachev | 1992 |
| 9. Bill Clinton | 1996 |
| 10. Barack Obama | 2008 |
| 11. Mit Romney | 2012 |
| 12. Donald Trump | 2016 |
| 13. Joe Biden | 2020 |
| 14. Joe Biden | 2024 |

Total Time, Hrs. _____ & Cost \$ _____ Page Num _____

& Cost \$_____

Page Num

Explanation of the Field Headings Used in the Trail Assessment Database.

F / P The Data Base has been designed to handle Features (F), which are inventory items that should be identified but require no action, as well as projects (P) that require some action. The next ten fields through Units, are used for inventory items, and all fields are used for a project, or issue, requiring some action. Using an alphabetical sort on this field, inventory items can easily be separated from action items.

(Optional) Sequential number of item for cross reference to map. This field will normally be used when conducting an assessment for new trail, or a major relocation, when mileage data is not yet known. The numbers simply show the approximate geographical location of the feature or project. The numbers should be placed on an enlarged copy (8.5 by 11.0 inches) of a contour map covering the area of interest.

Mile The distance in tenths of a mile from a particular starting point to an item. This simply assigns a number to each item listed in the assessment, based on actual on-the-ground mileage. Items should be listed in an East to West order so that this field can be used to geographically sort Trail Assessment items.

Reg Region 1,2 or 3 as defined for the Ice Age Trail. Region 1 starts at Door County and ends at ends at Walworth County. Region 2 starts at Rock County and ends at Waushara County. Region 3 starts at Portage County and ends at Polk County.

Cty (County) Each County that the trail passes through has been assigned a unique Alphabetic letter for cross reference to County Locator maps, and for use as a computer identification code.

| Region 1 | | Region 2 | | Region 3 | |
|--------------------------|---|----------------------|---|----------------------|---|
| Door/Kewaunee _____ | A | Green _____ | G | Waupaca/Portage ____ | L |
| Manitowoc _____ | B | Dane _____ | H | Marathon _____ | M |
| Sheboygan/Fondulac _____ | C | Sauk/Columbia ____ | I | Langlade _____ | N |
| Washington _____ | D | Adams/Marquette ____ | J | Lincoln _____ | O |
| Waukesha/Jefferson _____ | E | Waushara _____ | K | Taylor/Price _____ | P |
| Walworth/Rock _____ | F | | | Chippewa/Rusk ____ | Q |
| | | | | Barron _____ | R |
| | | | | Polk _____ | S |

Seg Segment within County. Each Chapter should assign sequential numbers to segments in an East to west direction, consistent with the numbering order assigned to Regions. Typically, segments should begin or end at town lines, major road crossings, or be consistent with major local features which define the segment name. Segments should be identified, by number, on the County Locator maps. A contour based map should be available for each segment showing the Trail routing, road crossings, highway names or numbers, parking areas, shuttle routes and, optionally, water sources and toilets.

Location A narrative description or name of property owner(brief) that identifies where the feature or project is found along the Trail or within the corridor.

C Category Code This one letter abbreviation corresponds to the Trail Assessment Category

in which the item belongs. There are four major categories:

- (T) Trail Management,
- (U) Public Use / Incompatible Use
- (R) Natural and Cultural Resources
- (M) Property Management

The categories help sort the information once the assessment is complete. A complete listing of trail assessment categories and corresponding key words (type) are provided on the accompanying sheet entitled "Trail Assessment Types".

| | |
|---------|---|
| Type | A one-word description or "keyword" identifying the type of an item. The entry in the Type field must be one of the "key words" listed on the accompanying sheet entitled "Trail Assessment Types." Be sure to look the list over carefully to identify the appropriate type. |
| Comment | A more elaborate description of the project or inventory item that provides the assessment user with a better idea what needs to be done or what is found on the ground. |
| Units | An estimate of the amount of work needed (i.e. number of feet of footpath to be relocated) or the number or size of features (e.g. " feet of water bars to be installed; "acres" of old-growth forest). See accompanying sheet entitled " Trail Assessment Types " for suggested units. |
| Action | Quite simply, what needs to be done-usually expressed in one or two key words (such as "install," "move," or "construct"). A more detailed description of the action can be provided in the Comment field. |
| P r | Abbreviation for "Priority". Once the draft assessment is completed, Trail managers review the projects listed in the assessment to determine the relative importance of each project, using a three-point rating scale: "H" for high, "I" for intermediate, "L" for low. (These abbreviations enable the computer to sort projects by priority.) |
| Hours | Estimate of time required in man-hours needed to complete a project. |
| Cost | The estimated cost (if any) associated with a project. |
| Status | A description of how far a project has progressed. Use one of the following: "No action", " planned ", "Ongoing", "On Hold", "Recurring", or "Done". |
| Date | The year in which work on a project is scheduled to begin. Use four digits (i.e., 1995). For projects underway use the current year. |
| Source | Indicate the expected source of funding. This could be the Chapter, IAPTF, NPS, DNR, or a local business or club that has adopted a given trail segment. Add 10% to the total. |

General Comments – This Assessment may become a component of a Local Plan. In this case, calculate the total man-hours and cost for all of the defined projects, such as for the construction of a new segment of trail. The name of the segment leader who is responsible for preparing this assessment should be noted in the upper right header along with the date it was prepared.

Trail Assessment Categories and Types

| Trail Management (T) | Key Word | Suggested Units |
|---|-------------|-------------------------|
| Treadway structures (boardwalk,steps,turnpiking,puncheon) | Tread | |
| Sign (all signs) | Sign | |
| Side & Spur trails | Side | Length in miles |
| Bridges | Bridge | Length in feet |
| Fords, difficult (unbridged) stream crossings | Ford | Length in feet |
| Designated campsites | Campsite | # of sites |
| Undesignated high-use campsite | Bootleg | |
| Shelters | Shelter | Sleeping capacity |
| Sanitary facilities (privies, flush toilets) | Toilet | |
| Improved water system (pumps, faucets, spigots, wells) | Pump | |
| Parking areas | Parking | Capacity in cars |
| Trailheads (improved trailheads w/parking, signs, etc.) | Trailhead | |
| Other Trail management features or projects | Other T | |
| These key words are used for projects only: | | |
| Critical design problems | Design | |
| Erosion control (water bars, coweeta dips, side hill) | EC | Length in feet |
| Footpath maintenance (redigging, clearing, blazing) | Maintenance | Length in feet |
| Relocations, relocation design - assessment needed | Relo | Length in feet or miles |
| Correction of public info (maps, guidebooks) | Info | |
| Public Use/Incompatible Use (U) | | |
| Road crossing (all highways, roads and roadwalks) | Road | Miles of roadwalk |
| Administrative access route (gated roads, private roads, etc) | Access | |
| Access control (gates, boulder closures) | Closure | |
| Dumps | Dump | |
| ATV, ORV, mountain bike, snowmobile crossing | ORV | |
| Horse trail crossing | Horse | |
| Other public or incompatible uses (railroads, ski areas, etc.) | Other U | |
| These key words are used for projects only: | | |
| Litter or graffiti clean-up | Litter | |
| Timber or firewood theft problems, clearcuts | Timber | |
| Natural and Cultural Resources (R) | | |
| Open areas | Open | Size in acres |
| Vistas, views | Vista | |
| Threatened, endangered, rare or sensitive species | T&E | |
| Lakes, ponds, wetlands, swamps | Wetland | Size in acres |
| Rivers, streams, creeks, brooks | Stream | Width in feet |
| Unique or unusual geologic or biological feature | Unique | |
| Glacial features (kames, kettles, eskers, drumlins etc.) | Glacial | |
| Other natural or cultural resources | Other R | |
| Property Management (M) | | |
| Structures (incidentally acquired to be retained or removed) | Structure | |
| Utility lines | Utility | |
| Public land boundary | Boundary | |
| Special-use permit (handshake, easement) | SUP | |
| Other property management features, projects, or problems | Other M | |
| These key words are used for projects only: | | |
| Exterior corridor boundary survey needed | Survey | |
| Easement violations | Easement | |
| Additional acquisition/protection | Protect | |
| Exterior corridor boundary maintenance | ECBM | |

County _____ Segment _____ Date _____
Starting Location _____

County _____
Starting Location _____

Segment _____

Date _____

Note distance of item from starting location. (convert feet to miles when transferring to Inventory Form) Use other side for any comments corresponding to condition of Inventoried Items , and any required actions that should be included on the Assessment Form. Hours _____
 Person completing this form _____ Phone _____

County _____ Segment _____ Date _____
Starting Location _____

Starting Location

Use measuring wheel to determine distance from starting location. (convert feet to miles when transferring to Inventory Form) Use other side for any comments corresponding to inventoried items , including any actions to be transferred to the Assessment Form. Hours _____
 Person completing this form _____ Phone _____

Use measuring wheel to determine distance from starting location (convert feet to miles when transferring data to the **Trail Data Sheet**). ☐ Sheet Number _____

Ice Age Trail Data Sheet

Date _____

The data recorded on this form, if updated yearly, will give us all a better understanding of the degree of protection of each trail segment. Chapters may use this form for the recording of Trail mileage related to land ownership, private versus public property, and by the type of agreements in effect. Use the **Mileage Information Worksheet** when recording data in the field. Transfer mileage data from the worksheet to this form.

Segment name: _____ County _____

Trail on: public lands _____ private lands _____ both _____

Trail Certified (Yes _____). (No _____).

Geographical boundaries of segment : (attach map or sketch) _____

Managing authority : _____

 Maintained by : volunteers _____, chapter name _____
 public agency _____, name _____

Person completing this Data Sheet _____

Title _____, phone number ____ - ____ - ____

Address _____

Please complete the following questionnaire for :

Trail segments through public or private lands

• Total mileage of this trail segment _____ townships _____

____ this trail segment passes through private lands - () yes, mileage ()

 ____ this trail segment passes through public lands - () yes, mileage ()
 () state land, () county land, () city land, () federal land () township land

- Use in effect (or proposed) on adjacent trail segments (*if known*) - (*check all that apply*)
 () hiking, () snowshoeing, () skiing, () biking, () unknown, () _____
- Use in effect (or proposed) for this trail segment - (*check all that apply*)
 () hiking, () snowshoeing, () skiing, () biking, () unknown, () _____

 • Is location of trail affected by physical constraints of land features or legal easement restrictions : () yes, () no
 If yes, please indicate type of restriction

Trail segments through private lands (give length of trail in miles for each category)

 • Use permitted by easements _____ license agreements _____ handshake agreements _____
 fee title purchase _____ other _____

Percent of Trail with perpetual protection _____. Percent of Trail that does not have long term protection _____.

The following information will be valuable to the: **Land Acquisition Committee**

1.0 Names of political bodies influencing land use. ie: Town Board, Town Plan Commission, County Park & Planning, County Resource Agent - - (provide phone numbers, names & addresses)

2.0 Supportive area people: ie. names of landowners & Realtors and general agencies (phone numbers, addresses, why supportive?)

END OF INFORMATION PROVIDED BY TRAIL SEGMENT LEADERS

Chapter segment leaders should keep the original on file and return a copy to the Foundation Office:

Ice Age Park & Trail Foundation
P.O. Box 423
Pewaukee, WI 53072-0423

Copies will be shared with the appropriate staff and partner representatives.

Staff will review, distribute and comment (if needed) on the recommendations and information provided. Staff will also maintain a file of such Usage Agreements for all Trail segments and use any of the data to update foundation computer files. Such files will be open to review by the various committees that might benefit by having access to this data.

Data Dictionary

A data dictionary facilitates the collection of field information with a GPS unit. It is menu driven and therefore much easier to use than repeatedly typing the information related to each line segment or point feature. Eventually, various partners will use GPS units to collect field data. This data will be shared and fed into GIS programs. GIS programs operate more smoothly if the data coming in (collected through the use of the data dictionary) is consistent. With this in mind, the following data dictionary has been developed for a Trimble Pathfinder Pro GPS unit. It is suggested that parties collecting GPS data duplicate this dictionary or request that the National Park Service provide it via diskette or the Internet.

Line: North Country Trail¹

ROS Class²

- Roaded Natural/Rural
- Semi-primitive
- Primitive
- Urban

Ownership²

- Federal
- State
- County
- City
- Corporate
- Individual
- Unknown

Coincident Feature^{2, 3}

- Foot Trail
- Abandoned Road
- Public Road
- Sidewalk
- Railgrade/Towpath
- Power ROW

¹Use Seg key to segment the trail when one of the Line attributes changes.

²Menu choice required except on Segment Name (ie: Copper Falls SP) which must be manually typed.

³What the trail is following.

Pipe ROW
XC Trail
Snowmo/ATV Trail

Surface²

Native Soil
Grass
Puncheon⁴
Boardwalk⁴
Wood Chips
Aggregate
Paved
Limestone Screening

Adjacent Vegetation²

Forested
Old Field
Prairie
Savannah
Pasture
Cultivated
Fencerow
Urban

Segment Name²

Point: Support Facilities⁵

Trailhead
 Primary
 Secondary
Camping
 Campsite
 Campground
 Shelter

⁴Do not create new segment for puncheon or boardwalk unless it is longer than 200-feet. On shorter segments, nest as a point feature under Trail Structures.

²Menu choice required except on Segment Name (ie:Copper Falls SP) which must be typed.

⁵All Point Features can be selected and nested from the menu choices. In addition, the Point Generic feature can be selected and the keypad used to enter the name/description. While a feature is being nested, the Note key can be activated and additional textural information can be entered.

- Water
 - Potable
 - Treatment Required
- Toilet
 - Primitive
 - Modern
- Miscellaneous
 - Bench
 - Telephone
 - Post Office
 - Groceries/Food
- Point: Intersection⁵
 - Road
 - State Highway
 - County
 - Township Road
 - Forestry/Park Road
 - Woods Road
 - Trails
 - Hiking
 - Bike
 - Horse
 - Snowmo/ATV
 - XC Skiing
 - Other
 - River/Stream
 - Railroad
 - Powerline
 - Pipeline
- Point: Trail Structure⁵
 - Bridge
 - Small <25' L or <5' H
 - Large
 - Small - Needed
 - Large - Needed
 - Turnpike
 - Needed
 - Exists

⁵All Point Features can be selected and nested from the menu choices. In addition, the Point Generic feature can be selected and the keypad used to enter the name/description. While a feature is being nested, the Note key can be activated and additional textual information can be entered.

Stepping Stones

 Needed

 Exists

Culvert

 Needed

 Exists

Steps

 Wood

 Stone

Stile

 Needed

 Exists

Puncheon

 Needed

 Exists

Boardwalk

 Needed

 Exists

Other

 Corduroy

 Ford

Point: Signage⁵

 Kind

 Highway Information

 Ped. Crossing

 Entrance

 Trailhead

 Regulatory

 Logo

 Identification

 Small Wayside Ex.

 Large Wayside Ex.

 Private Land

 You-Are-Here

 Destination

 Boundary

 Adopter

⁵All Point Features can be selected and nested from the menu choices. In addition, the Point Generic feature can be selected and the keypad used to enter the name/description. While a feature is being nested, the Note key can be activated and additional textual information can be entered.

Point: Misc. Features⁵

- Vista
 - Existing
 - Opportunity
- Sensitive Species
 - Plant
 - Animal
- Glacial Features
 - Esker
 - Kame
 - Erratic
- Hydrologic Feature
 - Spring
- Cultural Features
 - Historic Marker
 - Historic Structure
 - Cemetery
 - Other

Point: Maintenance Needs

- Kind
 - Trail Vegetation
 - Structure
 - Tread
 - Drainage
 - Litter-Cleanup

Point: Point Generic

⁵All Point Features can be selected and nested from the menu choices. In addition, the Point Generic feature can be selected and the keypad used to enter the name/description. While a feature is being nested, the Note key can be activated and additional textual information can be entered.